



# Fiscal Year 2012 Nonprofit Arts Organization Capacity Building Grant Guidelines

## DESCRIPTION

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The purpose of capacity building grants is to build the capacity of new and emerging nonprofit organizations whose primary mission is arts-related. Funding in this grant category is for general operating expenses. These grants were previously referred to as community arts development grants.

This is a competitive grant. Funding is not based on previous organizational funding levels or projects. No organizations are guaranteed funding from one year to the next.

## FUNDING ELIGIBILITY

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### Who Can Apply?

Nonprofit arts organizations with 501(c)(3) designation from IRS and *whose primary mission is arts-related*. If previously funded by the Utah Division of Arts & Museums/Utah Arts Council, applicant must have complied with all of the Division's final reporting requirements.

### Limitations and Restrictions

- Funding for one-time projects is not eligible for Nonprofit Arts Organization Capacity Building grants.
- Nonprofit organizations may not apply if there are any outstanding financial or reporting obligations yet due to the Division of Arts & Museums for *any* grant funded by the Division. A synopsis of the most recently completed reports/evaluations and legislative letters will be included in this application as part of panel review.
- Grants require a cash match. Matching funds must be associated with the organization.
- Organizations that receive direct line-item funding from the state legislature for operating expenses are not eligible for funding through the Division of Arts & Museums.

### Division of Arts & Museums Grant Policies

- Late applications are not accepted.
- Paper applications are not accepted.
- All individuals and organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

## REVIEW CRITERIA

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Applications will be reviewed by a panel of community representatives and Utah Arts Council board members. The panel will evaluate each application based on the following criteria:

- Completeness of the application and inclusion of any necessary supplemental materials
- Compliance with ADA and Section 504 Accessibility Requirements (accommodations for people with disabilities)

**Artistic Merit:**

- Artistic merit of the services provided by the organization, as evidenced in the application narrative and supplemental materials
- Processes used to ensure excellence in artistic programs and services
- Evidence of clear evaluation methods that indicate programming effectiveness

**Community Involvement:**

- Community outreach and access by the general public
- Understanding of the community served and the needs of that community
- How new, nontraditional and underserved audiences were reached
- Evidence of community support for programs, as demonstrated by initiatives, partnerships or collaborations in the last completed fiscal year

**Sound Management Practices:**

- Organizational structure, board and staff responsibilities
- Clear financial information that indicates diverse income sources
- Appropriate planning for reaching the people for whom the programs were intended (marketing, audience development, use of NowPlayingUtah.com, long range planning, etc.)

## **APPLICATION PROCESS**

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**Initial Approach**

NEW applicants are encouraged to contact [Katie Woslager](#) at 801.236.7550 to discuss your proposal and to ensure your organization qualifies for funding under this grant category.

**Deadline**

A complete grant, with all attachments, must be submitted online by **July 28, 2011 at 5 p.m.**

**Request Amount**

\$2,500 maximum

**Online Submission Process**

1. In order to apply for a Utah Division of Arts & Museums grant, you must be registered in the online grants system. To register, visit [dccgrants.org](#) and click on “register as new user” and fill out all fields that pertain to you and your educational organization. PLEASE USE Proper Case, no ALL UPPER CASE, and no all lower case and avoid using any symbols like #”/.! etc.
2. You will receive an email that may confirm your registration and it will have a link to our online grants management system. BOOKMARK this page so you can easily find it again. SAVE the email in your Saved Messages folder. The website is easy to remember: [dccgrants.org](#).
3. After logging in, read the instructions regarding system requirements (for example your browser needs Flash version 10 or higher).

4. You can navigate to the Online Grants by clicking on the “Grants, RFQs Applications” menu item on the Navigation Bar.
5. Highlight the grant opportunity available in the Available Opportunities section of the page, and either click the View Opportunity Details button for more information about the grant opportunity, or click the Apply for Selected Opportunity button to create the application for this opportunity.
6. Once the application has been created, double-click on the application under My Applications section, and begin entering your information. You may save and return to the application as many times as you need be before the DEADLINE. After the DEADLINE, you will no longer be able to work on the application.
7. Once you press the SUBMIT button, the application is locked and you will no longer be able to view or edit your application. To unlock the application please call the grants administrator.

### Grant Funding Process

- **May – Guidelines Available**  
Application guidelines are available on the [Division of Arts & Museums website](#).
- **June – Online Application Available**  
Potential grantees can begin filling out their online grants approximately one month prior to the grant deadline.
- **July 28, 2011 – Application Due**  
All applicants must submit a final application using the online grants management system by the deadline. Acknowledgement that the application has been successfully received will be sent by email.
- **August – Staff Review**  
Staff reviews online applications for completeness and eligibility, and may contact an applicant for clarification and additional information.
- **August/September – Panel Review**  
Application review panels are composed of peers from the field. Each application is reviewed and scored in accordance with panel evaluation criteria in the guidelines.
- **September – Utah Arts Council Board Approval**  
Grant awards depend on the category applied to, how much funding was requested, how the applicant scored in the panel review process, and how much funding is available from the state. The Utah Arts Council Board of Directors reviews funding recommendations for final approval.
- **October – Notification and Agreements/Contracts**  
A letter is sent to applicants not recommended for funding. Contracts are prepared and emailed to successful applicants. Both the Utah Division of Arts & Museums and applicants must sign the agreement/ contract before reimbursement requests can be made.
- **Payments**  
Payments may be made in two installments. The first payment for eighty (80) percent of the grant award is made once the signed agreement/contract is received by the

Division of Arts & Museums. The final payment of twenty (20) percent is made once the final evaluation form is approved by Division staff. All grant payments must be issued by May 31, 2012.

## **GRANT PREPARATION**

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Below is a list of information to prepare and questions you will need to answer to complete your online grant submission:

- Background information on organization
- Description of the purpose and mission of organization
- Description of the programming and services that your organization offers
- Explanation of how your organization's mission and programs advance the arts in Utah
- Description of your board of directors including the number of board members, terms, meeting schedules and selection process
- Explanation about staff make-up and activities
- Description of special or underserved populations which are involved in your programming (also includes highly rural, isolated, etc. locations)
- Description of how new, nontraditional and/or underserved audiences were reached
- Provide evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations in the last completed fiscal year
- Explanation about your fundraising strategies
- List of funding sources and amounts in the areas of earned income, public support revenue, private support revenue and in-kind donations
- Explanation about promotion of events and whether activities are listed on NowPlayingUtah.com
- Contact information
- Congressional and Utah Legislature leaders in your area
- DUNS number
- Financial and budget information

## **SUPPLEMENTAL MATERIALS**

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### **Financial Worksheet**

Please fill out the **Financial Worksheet** available as part of the online application.

### **Other Materials**

- Upload a PDF copy of 501(c)(3) IRS Determination Letter (if applicable)